

**CITY OF RATON  
PERSONNEL DEPARTMENT  
P.O. BOX 910  
RATON, NEW MEXICO, 87740  
TELEPHONE: (575)445-9451**

**Department:** \_\_\_\_\_

List any other name under which you have been employed \_\_\_\_\_

## **RECORD OF EDUCATION**

Name and Address of School	Course of Study	Years	Graduate?	List Degree
HIGH SCHOOL _____	<u>N/A</u>	1 2 3 4	Y N	_____
COLLEGE: _____	_____	1 2 3 4	Y N	_____
COLLEGE: _____	_____	1 2 3 4	Y N	_____
OTHER: _____	_____	1 2 3 4	Y N	_____

## **MILITARY SERVICE RECORD**

Have you served, or are you currently serving, in the U.S. Military Service? Yes \_\_\_\_\_ No \_\_\_\_\_  
If öyes,ö list on a separate sheet skills acquired including special training.

---

## **EMPLOYMENT EXPERIENCE:**

Please list below all present and past employment beginning with the most recent. If you held more than one position with the same employer, please list each position separately.

1. EMPLOYER \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
JOB TITLE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_
2. EMPLOYER \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
JOB TITLE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_
3. EMPLOYER \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
JOB TITLE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_
4. EMPLOYER \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
JOB TITLE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

Other Licenses or Certifications (if required for the job):

Professional Grade \_\_\_\_\_ Level \_\_\_\_\_

Expiration Date \_\_\_\_\_ Issued By \_\_\_\_\_

Summarize any special skills or qualifications. Include knowledge, skills, and abilities not shown elsewhere in the application. Be specific \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any offer of employment shall be made contingent on applicant passing a job-related physical examination and drug test. Any applicant refusing such test or failing such test shall be denied employment. Any person hired must be able to perform all essential job functions with or without reasonable accommodation.

It is the policy of the City to avoid both the practice and the appearance of nepotism in employment. In carrying out this policy, no person shall be hired to a position which is under the supervision of a relative.

If any of your relatives are employees or elected officials of the city of Raton, please list their name and family relationship to you:

Name	Relationship	Department
------	--------------	------------

Name	Relationship	Department
------	--------------	------------

**EMERGENCY CONTACT:**

Name	Address	Phone
------	---------	-------

**AGREEMENT AND CONSENT**

1. I certify that these answers are true and correct to the best of my knowledge.
2. I UNDERSTAND THIS APPLICATION IS SUBJECT TO VERIFICATION. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN. I understand that misrepresentations or omissions of fact in this application will be sufficient cause for disqualification or dismissal from employment with the City of Raton if I have been employed. I agree that the City of Raton will not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to false statements and answers in this application. I understand and agree that this application is an initial application. I understand that additional information may be required of me. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application. I certify that I have reviewed the applicable job description and can perform all essential job functions with or without reasonable accommodation. Any needed accommodation must be disclosed by the applicant if a conditional job offer is made.
3. I hereby acknowledge that I have read and agree to the above statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected status.

**We are an Equal Opportunity Employer**